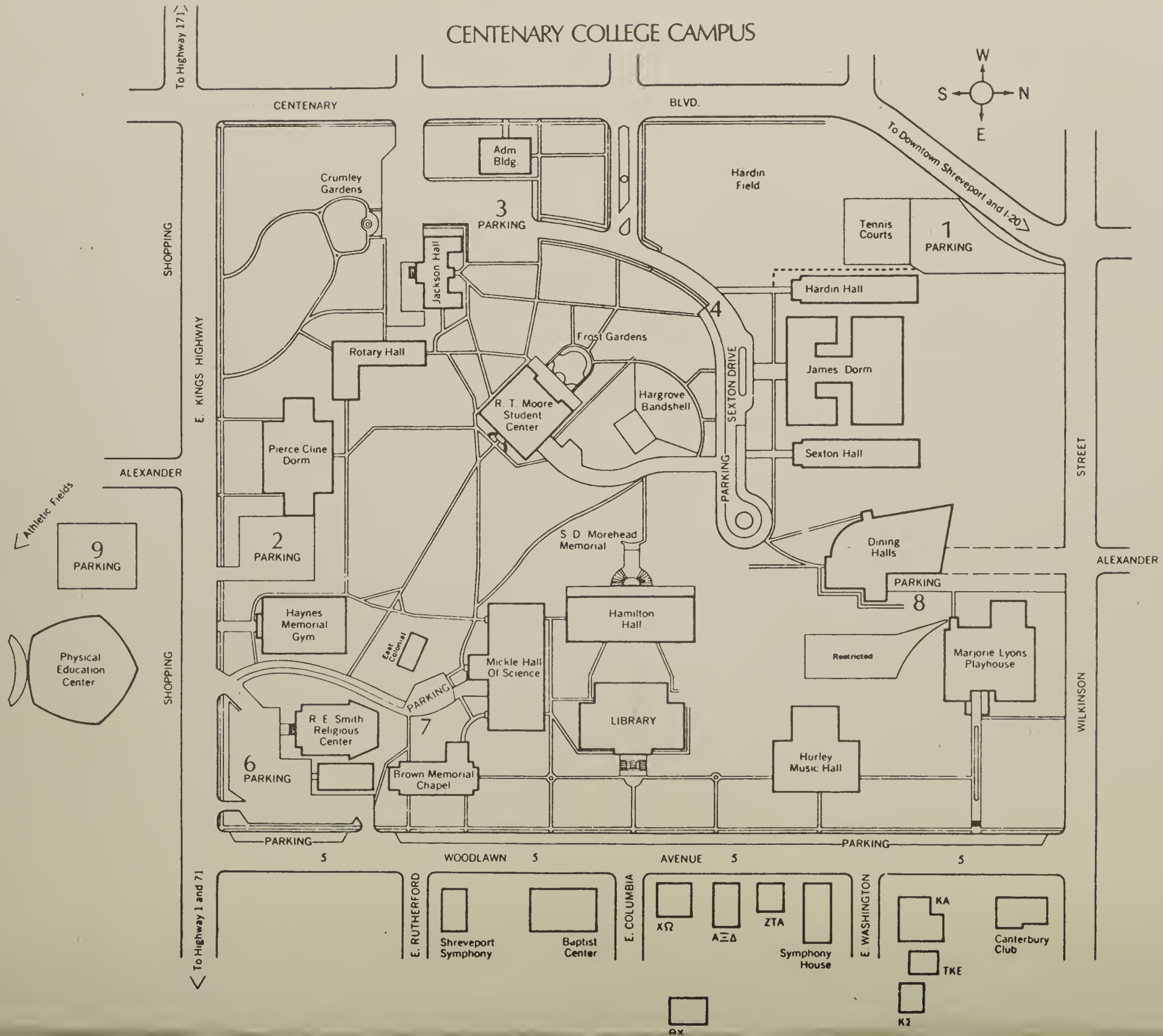
THE CENTENARY COLLEGE STUDENT HANDBOOK 1974--1975

CENTENARY COLLEGE CAMPUS



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A WORD FROM THE PRESIDENT

It is generally agreed that the main purpose for attending college is to improve and strengthen one's intellectual abilities. We demonstrate our belief in that purpose by providing our students the finest faculty and academic environment available.

This intellectually stimulating experience cannot take place in a vacuum, however. The members of the Centenary academic community are a society of scholars who live and play and work together. For this to happen we must establish and agree to abide by certain norms so that each of us may enjoy the advantages of being a part of this College.

The Centenary College Student Handbook, is designed to provide information which will help us to live and work together. It is important that you read and understand it.

I hope we all have a great year together here in our community.

John H. Allen
President

INTRODUCTION

The Centenary College Student Handbook contains the expectations the College has for its students and organizations, the ways by which these expectations are established and changed, and the procedures by which due process is afforded those who do not live up to these expectations. In addition, this handbook contains statements on the services available at the College for its students.

The following documents are available in separate binders:

Men's Judicial Board Constitution
Men's Residence Hall Constitution
Student-Faculty Discipline Committee Guidelines
Student Government Association Constitution
Student Life Committee Guidelines
Women's Judicial Board Constitution
Women's Residence Hall Constitution

These documents may be obtained from the following sources:

Administrative Council Members
Dean of Students Office
Department Chairmen
Library Circulation Desk (on reserve)
Residence Halls
Student Senate Office

Students are accepted without regard to race, color, or religious commitment.

STUDENT GOVERNMENT ASSOCIATION

EXECUTIVE OFFICERS:

Mary Jo Trice . . . . . President
Mike Reedy . . . . . Vice President
Bob Dodson . . . . . Treasurer

Senior Senators

Martha Stobaugh
Mike Griffin

Junior Senators

Gayle Fannon
Paul Young

Sophomore Senators

Vicki Gorgas
Joe Hardt

Independent Senators

Stephanie Zachry
Jay Reynolds

Panhellenic Representative

Barbara Miller

Interfraternity Council Representative

Steve Archer

Advisers

Darrell Loyless
Russell Marley

SENATE COMMITTEES

Forums

Wendy Buchwald

Elections

Millie Feske

Films

Rodney Steele
Mark Couhig
Terry Gould
Carol Scott
Stephan Olschner

Entertainment

Frank Parks
Rodney Steele
Terry Gould
Kim Holtzman
Mark Freeman

Recruiting

Donna Wilson
Tom Roberts

EXPECTATIONS OF CENTENARY COLLEGE FOR ITS STUDENTS

INTRODUCTION

Any person enrolled as a student in Centenary College is expected to conduct himself in a manner which is acceptable to an ordered society and in a manner which is compatible with the function of the College as an educational institution.

Social rules and regulations at Centenary have as their object the development of students as moral, intelligent, responsible members of an academic community and, extensionally, of the nation. To accomplish this, it is necessary that the rules themselves reflect true morality, intelligence, and responsibility by calling for high standards of self-discipline and habit formation in all personal and social practices which might be listed.

Students who are enrolled in the College are subject to the rules and regulations from the time they leave their home until they return thereto, either during vacation periods, or at the end of the semester.

GENERAL COLLEGE REGULATIONS

AUTOMOBILES ON CAMPUS

All students who desire to operate their vehicles on campus must register them in the Business Office located in Hamilton Hall. Vehicle registration should be completed at the time of registration for course work. In order to register a motor vehicle you will need to present a valid driver's license, evidence of liability insurance, and the license plate number of your vehicle. Detailed campus traffic regulations will be given you when you register your vehicle.

DEAD WEEK

Dead Week, the week prior to Exam Week at the end of the fall and spring terms, has some unique features. During this week classes meet on their regular schedules but no papers or tests may be assigned. Outside the classroom no activities are scheduled. In addition, a $25.00 fine is automatically imposed for each reported violation of residence hall or college rules and regulations during both Dead Week and Exam Week.

FOOD SERVICE

All students who live in the college residence halls or Greek houses are required to purchase meal tickets.

HOUSING

All full-time students are required to live on campus except students living with their immediate family (parents, grandparents, aunts or uncles), married students, divorced students, and students who are 22 years of age or older. The following exceptions to this policy must be approved by the Dean of Students on or before registration.

1. Students who are two-year veterans
2. Students whose employment requires off-campus living
3. Students who are required to live off-campus for medical reasons
4. A specified number (to be decided by the Dean of Students) of juniors and/or seniors living in fraternity housing. Those students living in fraternity housing must purchase meal tickets.

Students exempted from living on campus may be required to purchase meal tickets.

Where there are empty rooms in the residence halls they will be made available to students as single rooms at the rate of $65.00 per semester above the present double room occupancy rate of $200.00 per semester.

Room assignments are made according to the following steps:

1. Housing contracts are mailed to all resident students. Included questions are specific room requested and whether private or double occupancy status is preferred.
2. Requests are met on a first contract received basis. For incoming resident students, priority is based on date of room deposit.
3. Private rooms are offered as long as they are available.
4. Double occupancy status is first priority and specific room requested is second priority. Upperclassmen have priority over incoming students. Residents have priority for their occupied rooms.
5. A $10.00 room change fee will be assessed to each student making a room change that takes place after the deadline for dropping courses without academic penalty.

I. D. CARDS

I. D. cards are non-transferable. If found in the possession of another student they will be confiscated. The card

issued when you enter Centenary is valid for the entire time you are at the College but must be turned in to the Business Office when you graduate or leave for any other reason. Failure to return the card when you leave will result in the withholding of transcripts.

KEYS

Under normal circumstances a student should have in his possession only the key to his residence hall room. Unusual circumstances may require students to have other College keys; however, in such cases they may be obtained from the Comptroller where they will be registered.

Students are not permitted to duplicate any key to any lock or door on the campus.

Students are not permitted to enter any residence hall room other than their own without the express permission of the resident of the room.

All keys to any College lock, door, or other property must be returned no later than the end of the spring semester. Students who fail to return the key to their room to their Housemother or Staff Resident or who fail to return other College keys to the Comptroller at the end of each semester will either be billed for or will have deducted from their room deposits the cost of labor and materials associated with the installation of a new lock and the making of new keys.

POSTERS AND PUBLICITY

No posters or other forms of publicity may be displayed or distributed on the campus by persons or organizations other than official Centenary College organizations. Any damage done to College property by the display of posters or any cleaning that needs to be done as the result of publicity materials littering the campus will be paid by the organization or individual responsible.

Special areas and methods of publicizing College activities will be determined by the Student Senate. Violation of restrictions on publicity may result in disciplinary action.

Salesmen are not permitted on the campus.

Students desiring to sell products in order to pay for their education or College organizations conducting fund-raising projects may apply for special permission with the Dean of Students.

SMOKING

Smoking is not permitted in the classrooms during regularly scheduled classes.

SPECIFIC AREAS OF CONDUCT FOR WHICH ANY STUDENT IS SUBJECT TO DISCIPLINARY ACTION

ALCOHOLIC BEVERAGES

Use, possession, or distribution of alcoholic beverages in or on any College property

CIVIL LAW

Any conduct which is in violation of city, state, and/or federal laws

CONDUCT AFFECTING A STUDENT'S SUITABILITY

Any conduct which adversely affects the student's suitability as a member of the Centenary academic community

DRUGS

Use, possession, or distribution of narcotics, stimulants, depressants, mind-expanding, or other dangerous drugs, except as expressly permitted by state and/or federal laws

FAILURE TO COMPLY

Failure to comply with the directions of any College official in the performance of his duty

FALSE INFORMATION

Willfully and knowingly furnishing false information to the College

FIREARMS, EXPLOSIVES

Use, possession, or distribution of firearms, explosives, or incendiaries in or on any College-owned or College-controlled property

HONOR CODE

Violation of the Honor Code of Centenary College

MISUSE OF COLLEGE MATERIALS

Forgery, alteration, or misuse of College documents, materials or records

MISUSE OF IDENTIFICATION MATERIALS

Forgery, alteration, or misuse of identification materials or records

MISUSE OF PROPERTY

Theft of, damage to, or illegal possession of any property of the College, of a member of the College community or of any campus visitor. Any acts which deface or destroy College buildings and/or grounds

OBSTRUCTION OF PROCEEDINGS OR ACTIVITIES

Obstruction, disruption, or hindrance of teaching, administration, disciplinary proceedings, or other college activities, including public service functions or other authorized activities on College property

ORGANIZATIONS, PUBLIC EXPRESSION

Violation of the College policies or campus regulations concerning the registration of student organizations, the use of College facilities, or the time, place, and manner of public expression

PHYSICAL ABUSE

Physical abuse of any person on College-owned property, or at Centenary-sponsored or supervised functions, or conduct which threatens or endangers the health, safety, or well being of any such person

RESIDENTIAL ACTIVITIES

Violation of rules governing residence in College-owned or College-controlled property

UNAUTHORIZED ENTRY

Unauthorized entry into or use of any College facility or property

VISITATION

Failure to adhere to the hours during which a member of the opposite sex may visit in one's room

GENERAL RESIDENCE HALL INFORMATION AND REGULATIONS WHICH PERTAIN TO BOTH MEN AND WOMEN

The Dean of Students Office in cooperation with the Staff Residents, Housemothers, and the Maintenance Department are responsible for the operation of the residence halls. The Dean of Students Office makes room assignments, selects and trains the residence hall staff members, provides counseling to students, and processes reports of suspected student misconduct. The Staff Residents, Housemothers, and Resident Assistants communicate with residents regarding the College and its services and report residents whom they observe to be in violation of College expectations. The Maintenance Department provides the following custodial services. For men, the custodians sweep the residents' rooms twice each week, damp mop them once each week, and empty trash from them daily. The bathrooms are cleaned daily. For the women, the bathrooms are cleaned once weekly and residents' trash, which is placed in the halls in the early morning, is emptied daily. Halls and stairwells are cleaned as necessary and lounges are cleaned and dusted daily. The kitchen areas are cleaned as needed while the ladies public restroom is cleaned daily. Patios and porches are swept as needed.

It is the responsibility of each student to keep his own room clean and to report damages to his room or its furnishings. Emergencies should be telephoned in to the Maintenance Department immediately by calling 5286 between 8:00 a. m. and 4:30 p. m. Monday through Friday.

The costs of repairing damages to the student's room or its furnishings will be deducted from his room deposit or billed to his account.

PAINTING OF ROOMS

Painting of rooms is permitted only with approval of the Physical Plant Manager. Type of paint and color must be acceptable. If the paint is applied in such a way that it deteriorates the condition of the room, the student will be assessed for the amount of money required to restore the room to its original condition.

APPLIANCES

No appliances for preparing or processing food may be used in the dormitory rooms.

RESIDENCE HALL CLOSING

Residence halls are officially closed for the breaks between fall term and interim, spring and summer terms, and summer and fall terms. While it is expected that all students will vacate the residence halls during these times, students who have official business with the College or who have a hardship situation will be allowed to remain in their rooms. During the times the dormitories are officially closed, the opposite-sex visitation policy is suspended. Any opposite sex visitation at these times will be considered a violation of College regulations.

THEFT

The College is not responsible for theft of personal property from dormitory rooms or elsewhere on College property. Information concerning the availability of theft insurance may be obtained in the Dean of Students Office.

ROOM DEPOSIT

The room deposit of $50.00 which is made when a student enters the College will be kept in his account to cover any charge for damage to the College facilities. This $50.00 will be returned to the student when he leaves Centenary unless he is assessed for damages to College property. If a student is responsible for damages, this amount will be deducted from the room deposit.

ROOM CHANGES

Room changes can be made only after approval for the change has been secured from the Dean of Students Office. A fee of $10.00 will be assessed for each change taking place after the last day for dropping classes without academic penalty.

ROOM FURNISHINGS

No furniture, including mattresses, may be moved from one room to another. Room furnishing or other items of equipment not provided by the College are subject to the approval of the Staff Resident or Housemother. Students living in a single occupancy room may request removal of excess furniture from the Staff Resident or Housemother. If the request is granted, the furnishings may be removed only by the Centenary Maintenance Department.

ROOM INSPECTION

The College reserves the right to inspect any room in any College-owned or College-operated residence hall. Such an inspection may be authorized only by the Dean of Students or the President of the College.

SPECIFIC AREAS OF CONDUCT FOR WHICH ANY RESIDENT STUDENT MAY BE SUBJECT TO DISCIPLINARY ACTION

OPPOSITE SEX VISITATION

Resident students may have guests of the opposite sex in their dormitory rooms subject to the following schedules and conditions.

Students who have chosen to live on the second and third floors of Rotary Hall may only meet with members of the opposite sex in the dormitory lobby. Room visitation is not allowed.

First semester freshmen who will not become eighteen years of age prior to the end of their first semester may, with parental permission, entertain visitors of the opposite sex between 3:00 and 5:00 p. m. Sunday through Thursday and between 3:00 and 10:00 p. m. Friday and Saturday.

Second semester male freshmen who will not become eighteen years of age prior to the end of their second semester may, with parental permission, entertain female visitors between the hours of:

3:00 p.m. and	5:00 p.m.	Sunday through Thursday
	and	
3:00 p.m. and	10:00 p.m.	Friday and Saturday
	or	
2:00 p.m. and	Midnight	Sunday through Thursday
	and	
2:00 p.m. and	1:00 p.m.	Friday and Saturday

Second semester female freshmen who will not become eighteen years of age prior to the end of their second semester may, with parental permission, entertain male visitors between the hours of:

3:00 p.m. and	5:00 p.m.	Sunday through Thursday
	and	
3:00 p.m. and	10:00 p.m.	Friday and Saturday
	or	
2:00 p.m. and	10:30 p.m.	Sunday through Thursday
	and	
2:00 p.m. and	1:00 p.m.	Friday and Saturday

Male freshmen who are eighteen years of age plus male sophomores, juniors, and seniors may entertain female visitors between the hours of:

3:00 p.m. and	5:00 p.m.	Sunday through Thursday
	and	
3:00 p.m. and	10:00 p.m.	Friday and Saturday
	or	
2:00 p.m. and	Midnight	Sunday through Thursday
	and	
2:00 p.m. and	1:00 p.m.	Friday and Saturday

Female freshmen who are eighteen years of age plus female sophomores, juniors, and seniors may entertain male visitors between the hours of:

3:00 p.m. and	5:00 p.m.	Sunday through Thursday
	and	
3:00 p.m. and	10:00 p.m.	Friday and Saturday
	or	
2:00 p.m. and	10:30 p.m.	Sunday through Thursday

and

2:00 p.m. and 1:00 p.m. Friday and Saturday

LOBBY VISITATION

Women students are allowed to have guests of the opposite sex in their dormitory lobby twenty-four hours a day providing guests are signed in at the desk when staying past 10:30 p.m. Sunday through Thursday and 1:00 a.m. Friday and Saturday.

PETS

No pets of any type are allowed in any residence hall owned or operated by Centenary College or any place on College property.

QUIET HOURS

While the quiet hours listed below are for specific times each day, it is expected that noise of any kind will be kept to a minimum at other times as well.

Quiet Hours for Men:

7:30 p.m. – 7:30 a.m. Sunday through Thursday

and

1:00 p.m. – 7:30 a.m. Friday and Saturday

Quiet Hours for Women:

2:00 p.m. – 5:00 p.m.

and Sunday through Thursday

8:00 p.m. – 9:00 a.m.

and

Residence Hall closing Friday and Saturday through 9:00 a.m.

Students who are inconvenienced by such noise should report the persons involved in the noise-making to the Residence Hall Council. Forms for such a report are available from any Resident Assistant.

DRESS AND CONDUCT

Dress and conduct should be in good taste at all times.

BAR BELLS

At no time are there to be bells or any weight-lifting equipment in the dormitory. There is a weight room in the gymnasium.

MUSICAL INSTRUMENTS

The playing of musical instruments in the dormitory is forbidden, except with the express permission of the Staff Resident or Housemother.

ROOF AREA

The roof areas are off limits to all unauthorized persons.

ADDITIONAL AREAS OF CONDUCT FOR WHICH WOMEN RESIDENT STUDENTS ARE SUBJECT TO DISCIPLINARY ACTION

REGISTER GUESTS

Overnight guests may stay in resident's room on Friday and Saturday nights only.

KITCHEN

All utensils must be cleaned and returned to the kitchen if borrowed.

BLINDS

All blinds are to be closed after dark.

BACK DOORS

The back doors to the dorms will be locked after dark throughout the year. Any use of the doors after they are locked will set off an alarm.

KEY PRIVILEGES

All upperclasswomen, including second-semester freshmen, may have key privileges.

SIGN OUT

Girls must sign out on the desk sheet upon leaving if they plan to return after safety check.

SAFETY CHECK

First-semester freshmen observe the following closing hours for safety check:

Sunday through Thursday	10:30 p.m.
Friday and Saturday	1:00 p.m.

Upperclass women (including second-semester freshmen) sign a "safety check" sheet once a day (every twenty-four hours).

ATTENDANCE AT RESIDENCE HALL COUNCIL MEETINGS

An unexcused absence will remove a member from the council and an election will be held to replace her.

PIANO AND TELEVISION

The piano may not be used during strict quiet hours. At no time may the piano be used for practice. The television may be used quietly. At all times thoughtfullness should be used in this area.

DATEROOMS AND LIVING ROOMS

Daterooms are used for visitors in residence halls. All doors to the rooms must be kept open. No food or drinks are allowed in the daterooms or living rooms.

EXPECTATIONS OF CENTENARY COLLEGE FOR ITS ORGANIZATIONS

INTRODUCTION

The faculty of Centenary College in collaboration with the affected organizations has adopted the following rules and regulations to define the privileges and limitations of organizations established on the campus. Any organization failing to abide by these regulations, either in letter or in spirit, will be subject to disciplinary action. The Student-Faculty Discipline Committee shall have the power to decide when these regulations have been violated by a social organization, and to recommend to the President of the College appropriate penalties for organizations which violate them.

For the first offense against these regulations listed below organizations are subject to forfeiture of pledging, initiation, induction of members, or social privileges for one semester. During the semester immediately following the penalty period, the organizations will be on probation. A second offense during the probation period may result in an indefinite forfeiture of privileges; a majority vote of the faculty will be required for the reinstatement of these privileges.

GENERAL REGULATIONS

MEMBERSHIP

Active membership shall be limited to students matriculated in Centenary College.

ROSTER

A complete roster of membership, pledges, and officers must be filed in the Office of the Assistant Dean of Students in the fall, and this roster must be kept up to date by revisions including new pledges, initiates, transfers, dropped pledges and members as these changes occur.

FINANCES

Contracts and assumptions of financial obligations must be approved by an alumni or faculty representative approved by the administration.

SOCIAL REGULATIONS

USE OF FACILITIES

Arrangements for facilities, including the specific details must be made with the Assistant Dean of Students or person in charge of the facilities three days in advance of the date on which the event will be held. All activities should be placed on the College calendar as far ahead as possible to avoid conflicting dates and to receive maximum publicity.

OFFICIAL COLLEGE PRESENTATION

At least one member of the administration, faculty or staff must be present at social functions given by or for College organizations. The official College representative is responsible for the enforcement of the College rules. The official College representative assumes the responsibility for being present throughout the function.

ACCEPTANCE OF RESPONSIBILITY

A written acceptance of responsibility must be obtained from the official College representative in the form of

his signature on the petition.

AUTHORIZATION

A social form must be filed with the Assistant Dean of Students three days prior to the social function.

PLACE

Each organization may select whatever site desired for social functions with the following provisions:

RESPONSIBILITY FOR CONDUCT

The host organization is responsible for the conduct of its members, and guests at the particular function.

RESPONSIBILITY FOR DAMAGE

The host organization is responsible for any damage incurred as a result of actions by its members or guests. The College is not responsible for bills incurred by the organization, its members, or guests.

GUEST

Non-student guests may be invited only by permission of the sponsoring organization. The organization assumes responsibility for the conduct of all guests.

PROCEDURES FOR ESTABLISHING AND MODIFYING EXPECTATIONS OF STUDENTS

INTRODUCTION

Centenary College has established a channel of communication through which students should proceed in order to either establish or modify the expectations the College holds for them.

The channel for expectations goes through the Student Senate to the Committee on Student Life. From this committee the channel continues through the faculty to the president of the College.

The diagram on page 8 depicts this channel of communication.

ROLE OF THE STUDENT GOVERNMENT ASSOCIATION

Any student who believes the expectations which Centenary College holds for him to be inadequate may approach the Student Seante in person or through a senator and express his convictions. If successful, he may engage the cooperation of the Senate in presenting his aims to the Committee on Student Life. Additionally, the Student Senate may bring before the Committee on Student Life, without outside suggestion, such additions or modifications of Centenary College expectations as it may deem appropriate. Technical aspects of the Student Senate and its procedures are stated in its constitution and bylaws. (See page II for sources from which this document may be obtained.)

ROLE OF THE COMMITTEE ON STUDENT LIFE

It is the role of the Committee on Student Life to receive all proposed additions and modifications to the expectations Centenary College holds for its students, to review the contents of these proposals, and to develop and present a recommendation to members of the faculty for their decision.

The chairman of the Committee on Student Life is then responsible for communicating the decision of the faculty to the president of the College for his decision. Technical aspects of the Committee on Student Life and its procedure are stated in its guidelines.

In the event that the president of the College does not approve a proposal on which the faculty does not choose to consider, it becomes the responsibility of the Committee on Student Life to either accept the decision of the president of the College as final or to negotiate directly with him until a proposal is submitted which meets his approval. The dotted line in the diagram on page 8 reflects this negotiation channel. Technical aspects of the Committee on Student Life and its procedures are stated in its guidelines. (See page II for sources from which this document may be obtained.)

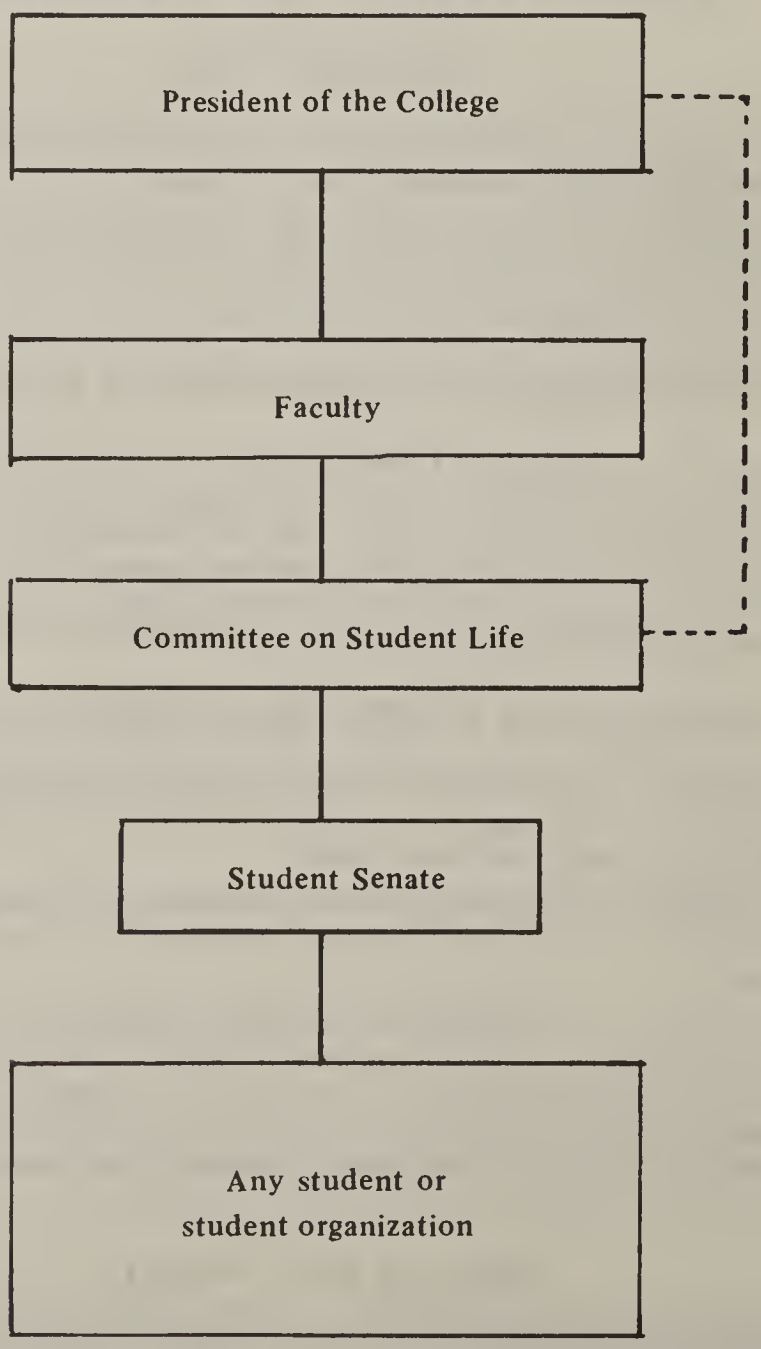
ROLE OF THE FACULTY

The faculty receives from the Committee on Student Life those proposals in need of faculty consideration. It is the role of the members of the faculty to approve or reject the contents of these proposals and to communicate both to the Student Senate and to the president of the College through the Committee on Student Life the faculty decisions.

ROLE OF THE PRESIDENT

The president of the College, after a review of each proposal submitted to him, will make a decision regarding the acceptability of that proposal. Traditionally, the president does not establish rules and regulations governing student life on campus. Rather he more often acts as a reviewing agent or authority, rarely using his veto power. He should in this role, understand and interpret the points of view of students, faculty, and Board of Trustees, and with sound counsel aid them in establishing and maintaining a program of student life that works for the benefit of the entire College community. His decisions are communicated to the chairman of the Committee on Student Life who will in turn notify all parties.

CHANNEL OF COMMUNICATIONS FOR ESTABLISHING OR MODIFYING EXPECTATIONS OF CENTENARY COLLEGE STUDENTS



PROCEDURES OF CENTENARY COLLEGE FOR INSURING DUE PROCESS

INTRODUCTION

Centenary College is dedicated to the proposition that personal responsibility is one of several characteristics necessary to a college learning experience. It is anticipated that the majority of its students, when told of the expectations of the College, will choose to abide by them. Inevitably, however, there will be those students who choose to do otherwise.

In order to insure that due process is afforded those who choose contrary to these expectations the College has established a judicial system the form of which is depicted in the chart on page 10. Technical aspects of students' rights, freedoms and responsibilities are covered in the statement by that name. (See Appendix A, pp. 14-17).

The Honor Court is responsible for hearing cases of suspected academic misconduct. Technical aspects of the Honor Court and its procedures are stated in its constitution. (See Appendix B, pp. 17-20. For examples of violations of the Honor Code, see Appendix C, pp. 20-22).

ROLE OF MEN'S AND WOMEN'S RESIDENCE HALL COUNCILS

It is the responsibility of the Residence Hall Councils to hear and act upon all specific areas of conduct for which resident students may be subject to disciplinary action. These specific areas of conduct appear on pages 4-6. Technical aspects of the Residence Hall Councils and their procedures are stated in their respective constitutions. (See p. II for sources from which these documents may be obtained.) In the event that a student whose case was heard by his Residence Hall Council is dissatisfied with the decision of the Council, he may appeal the decision to the appropriate Judicial Board.

ROLE OF MEN'S AND WOMEN'S JUDICIAL BOARDS

These Judicial Boards are responsible for hearing and acting upon cases involving specific areas of conduct for which any student may be subject to disciplinary action and for hearing and acting upon appeals of cases heard by a Residence Hall Council. These specific areas of conduct appear on pages 2-3. Technical aspects of the Men's and Women's Judicial Boards and their procedures are stated in their respective constitutions. (See p. II for sources from which these documents may be obtained.) In the event a student whose case was heard by a Judicial Board is dissatisfied with the decision of the Board he may appeal the decision to the Student-Faculty Discipline Committee.

ROLE OF THE STUDENT-FACULTY DISCIPLINE COMMITTEE

The duties of the Student-Faculty Discipline Committee include considering and deciding upon all cases of conduct the penalty for which may be suspension or expulsion and upon appeals of cases heard by one of the Judicial Boards. These areas of conduct appear on pages 2-3. Technical aspects of the Student-Faculty Discipline Committee and its procedures are stated in its Guidelines. (See p. II for sources from which this document may be obtained.) In the event that a student whose case was heard by the Student-Faculty Discipline Committee is dissatisfied with the decision of the Committee, he may appeal the decision to the President of the College.

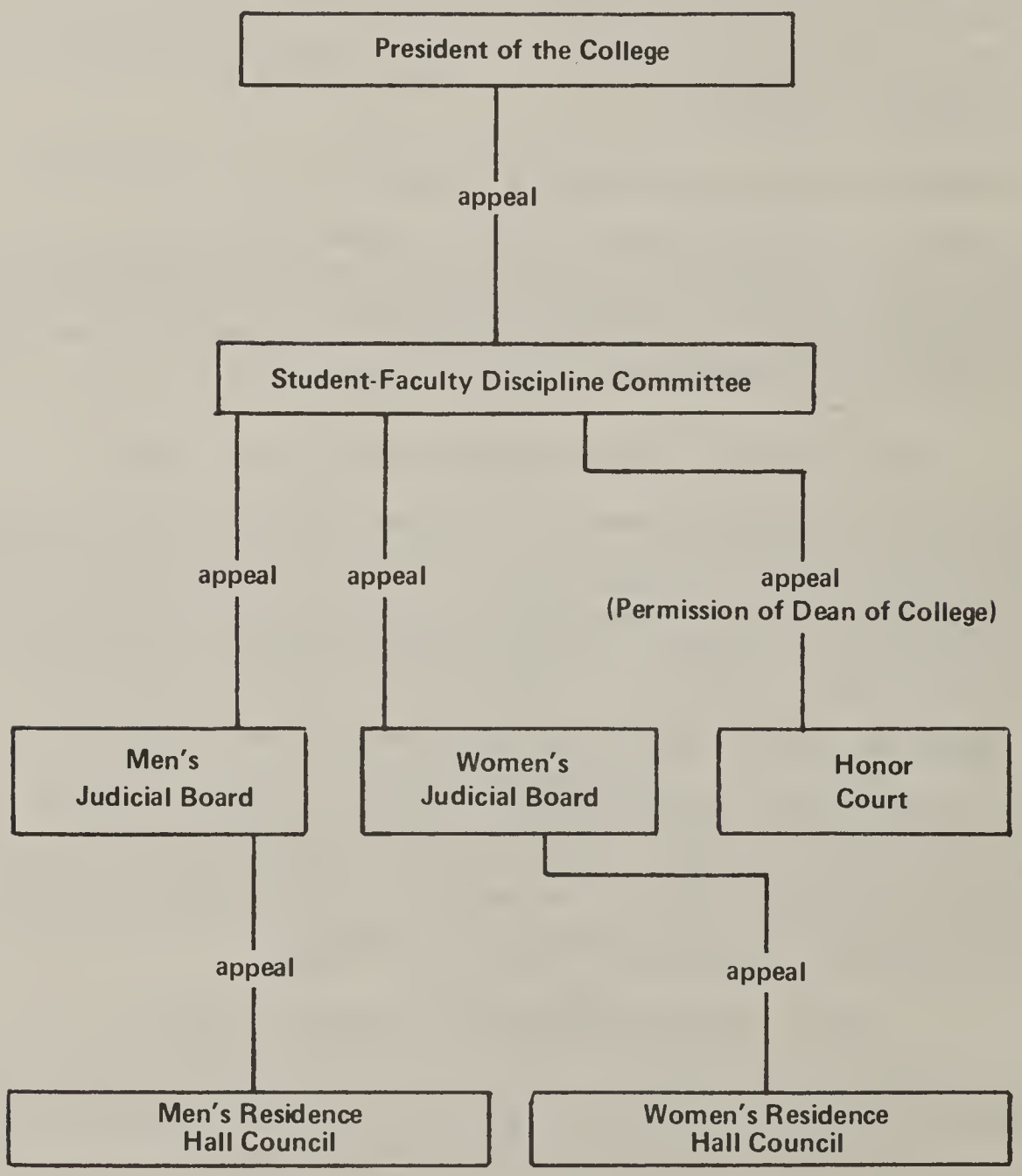
ROLE OF THE PRESIDENT OF THE COLLEGE

The President is included in the due process procedure for students who have violated behavioral policies of the College. He is available as a "last" on-campus source of appeal from a decision or review of the Student-Faculty Discipline Committee.

Also inherent in the office of the President is the obligation to take whatever measures that may be necessary to protect the well-being and integrity of the College and its members. Of course, this obligation is reserved for emergency circumstances only.

Nothing herein contained shall be regarded as detracting from the traditional plenary powers of the President of the College and, notwithstanding anything to the contrary herein contained, the President of the College may on his own initiative and at his own discretion immediately and without any procedural requirements whatsoever suspend or expel the student, or otherwise suspend or terminate his right to be present on the campus, or to attend classes. Such action is subject to review by the Student-Faculty Discipline Committee, but the status of the student pending final action shall remain that in which he has been placed by the President. (This last paragraph comes from Section B-3 of Section VI in the Statement of Rights, Freedoms and Responsibilities, Appendix A, p. 17).

JUDICIAL SYSTEM OF CENTENARY COLLEGE



STUDENT SERVICES

BOOKSTORE

The Bookstore, located in the basement of Moore Student Center, has a variety of items ranging from textbooks to greeting cards. A varied selection of paperback books is available and any book in print may be special ordered. Hours: 8:00 a. m.–4:30 p. m. Monday–Friday. Closed weekends.

CAMPUS ASSEMBLIES

The College has set aside Thursdays, 10:40–11:25 a. m. as a time for the entire campus community to gather for various purposes. On occasions these gatherings are academic convocations, such as the President's Convocation or Founder's Day. In other instances assemblies are led by the Student Senate. Most frequently, religious services and lectures are held at this time period. All students and staff are urged and invited to attend.

In order to preserve this time for a gathering of the whole campus community, both the faculty and Student Senate have designated that no other meetings should be scheduled at this hour.

Concerts and lectures are held at other announced times.

CAMPUS SECURITY

Mr. James Smith and Mr. Ben Piazza are the security officers for the College. In emergencies they may be contacted through any staff resident or housemother.

CHAPLAIN OF THE COLLEGE

The Chaplain of the College, the Reverend Robert E. Taylor, serves as a clergyman to the campus community. He fills several of the pastoral roles of counseling, visitation in times of illness or other crisis, leadership in worship and various forms of religious education ministry. If a student or staff member desires a clergyman or worship service of his own religious tradition or denomination, the chaplain will assist him in referral.

As a member of the faculty he teaches several courses in the Department of Religion. He is in charge of the all-campus worship services on Sundays and Thursdays in Brown Memorial Chapel and is advisor to the Methodist Student Movement.

The chaplain welcomes opportunities to know and visit with students and staff, especially in instances of particular problems. He is on call at any time of specific need and can be reached through his office (Room 121, Smith Building; phone 869-5281) or home (2628 Judith Place; phone 868-6237).

COUNSELING AND TESTING

ACADEMIC

The Dean of the College, Dean Ted Kauss, assists the student in the area of academic affairs. He is located in Hamilton Hall, Room 208 and may be reached by telephone at 869-5104. At the time of admission to the College, the student is assigned a faculty advisor who is either the chairman of the department of his major area or is a faculty member teaching within the department.

The Registrar, Dr. Charles Lowrey, is responsible for assisting the student with a degree plan during the first semester of his junior year and with graduation requirements. His office is in Hamilton Hall, Room 113 and his telephone number is 869-5146.

PERSONAL

Personal counseling is available from several sources on campus. The Chaplain of the College, members of the Psychology Department, the Dean of Students, the Assistant Dean of Students, and the Director of Activities and Housing are available to students for this purpose. The Chaplain of the College, Reverend Robert Ed Taylor, is located in the Smith Building, Room 121, telephone 869-5281. The members of the Psychology Department, Dr. Dorothy Gwin and Dr. Lewis Bettinger, with offices in Hamilton Hall 211 and 213, may be reached at 869-5154 and 869-5115. The Dean of Students, Steve Holt, and the Assistant Dean of Students, Billie Merchant, have offices in Hamilton Hall, Rooms 127 (869-5117) and 131 (869-5110) respectively. They are available at other times in their dormitory apartments (Mrs. Merchant – James Dormitory and Mr. Holt – Cline Dormitory). The Director of Activities and Housing has an office in the Student Center, phone 869-5266, and resides in Rotary Hall.

The College provides a testing service to all interested students to help clarify problem areas, determine special needs and vocational interests. Testing is coordinated by the Assistant Dean of Students in Hamilton Hall, Room 131. She may be reached by telephone at 869-5110.

DINING HALL

Centenary College has two student dining rooms and three private dining rooms. All dormitory students are required to eat meals in the College Dining Hall. ID cards are issued to identify these students, who must present them to the manager or any of the supervisors upon request at any time. These cards are not transferable.

There are no limitations as to the quantity of food students may have in the Dining Hall except on special nights such as "steak night". A special meal will be authorized by a food service supervisor for that meal.

DINING HALL HOURS OF SERVICE

	Monday – Saturday	Sunday
Breakfast	7:15 a. m. – 8:30 a. m.	
Coffee Hour	8:30 a. m. – 9:15 a. m.	8:00 a. m. – 9:30 a. m.
Lunch	11:30 a. m. – 1:30 p. m.	11:30 a. m. – 1:30 p. m.
Dinner	5:00 p. m. – 6:30 p. m.	

SPECIAL SERVICES

Students who require special dietary needs and are under the care of a physician should present their prescribed menu to the Food Service Director. If he determines that he cannot provide the prescribed meals, the student may make alternate arrangements with the Dean of Students. Working students are not ordinarily exempted from purchasing a meal ticket. Students who are practice teaching in two areas at the same time and cannot eat their lunch meal on campus may have their meal ticket prorated only with a written statement of the need from their major area professor. This statement must be presented to the Dean of Students before or during registration.

In case of a temporary illness where a student is unable to go to the cafeteria the resident hall director may authorize a friend to serve a tray to a student in the dormitory.

Snacks for dormitory students during examination week are provided. These include tea, coffee, hot chocolate, fruit and cookies.

FINANCIAL AID AND PART-TIME EMPLOYMENT

Scholarships, grants, and educational loan funds and veterans affairs are administered by the Director of Financial Aid, Mr. Russell Marley. He is located in Room 132, Hamilton Hall, and may be reached by telephone at 869-5134. He is also in charge of administering the on-campus and off-campus employment program. Students seeking part-time employment, either on or off-campus, should file an application with the Office of Financial Aid.

The Anna Ruth Nuttall Small Loan Fund, a fund established by the family and friends of the late Dr. Anna Ruth Nuttall, Assistant Professor of Bible and English at the College from 1945 until her death in 1952, is available for students in most cases. Students should apply to the Dean of Students or the Assistant Dean of Students. Ordinarily the amount loaned will be less than $25.00, although there are special provisions permitting College authorities to lend larger sums from the fund in emergency.

HEALTH SERVICE

To meet the medical needs of our students Centenary has an agreement with several Shreveport physicians whose services are available to them throughout the school year.

The doctors have chosen the facilities of Doctors, Schumpert, and P & S hospitals for use in emergencies. The staff of each hospital has been furnished the doctors' names so they may be contacted when a Centenary student requires emergency treatment.

Local doctors to whom Centenary students may go for medical service are:

Sanders Building – 106 E. Kings Highway

Dr. Roy Brabham
865-7067
Office hours: 1:30 – 5:00 Monday – Friday

Dr. J. C. Sanders
868-2727
Office hours: 1:30 – 5:00 Monday – Friday

Birdwell-Rushing

Dr. Robert Rushing, George Risinger, and Jack Birdwell
221-1643
Office hours: 8:30 – 4:40 Monday – Friday
9:00 – 11:30 Saturday

Dr. Keith Mason, Sr. & Jr. – 949 Olive
222-3132
Office hours: 9:00 – 12:00 Monday – Saturday

For regular office visits (please note hours) call the doctor in advance to be sure he may see you.

All fees related to medical services rendered are to be handled on a private basis directly between patient and doctor. All full-time students are covered by an insurance policy which covers accidents only and which pays a maximum of $1,000 toward medical expenses. Insurance claim forms (for accidents) should be filled out in the Dean of Students Office within thirty days following the accident.

LIBRARY

The air conditioned Centenary library offers a variety of modern facilities and services which make it the study center of the campus. The general book collection is arranged on open shelves according to the Dewey Decimal Classification System. The Pierce Cline Memorial Room houses the collection of Centenary and Louisiana materials and rare books. The total collection of over 110,000 volumes includes books and magazines for class work, personal research, and recreational reading. Interlibrary loan service is available through the Centenary library.

Study tables, carrels, rooms for group and individual study, music listening rooms, and a microfilm room are available for student and faculty use. The library art gallery and the second floor lounge provide a quiet atmosphere for meeting friends and exchanging ideas. A copying machine is available for the reproduction of pages from books and magazines at a charge of ten cents per page. A trained library staff stands ready to assist with special research and book selection.

The library is open eighty hours each week with a schedule designed to meet student needs. Current schedules of specific library hours may be obtained from the circulation desk in the library.

The Library Handbook, "Keys to the Centenary College Library," provides a detailed guide to the facilities and services of the Library. Copies may be obtained at the Library Circulation Desk. The Library Bookmarks, also available at the Circulation Desk, describe the variations in Library hours for holiday and recess periods and give a directory guide to the Library.

LOST AND FOUND

Items left in the Library may be claimed at the Library Circulation Desk. If items are left elsewhere, check with the Dean of Students in Hamilton Hall, 127; phone 869-5117

MAIL

Residence hall students receive their mail at the residence hall in which they live. Off-campus students may request a mail box in the post office which is located in the Moore Student Center. Faculty and other College personnel receive their mail in the College Post Office. Mrs. LaRue Clark is the manager of the Post Office and may be reached by telephone at 869-5623.

NEW STUDENT ORIENTATION

Under the direction of the Dean of the College, New Student Orientation is required of all freshmen and transfer students entering Centenary College for the first time. The orientation session occurs just prior to the start of the school term and its details are announced in advance.

PLACEMENT

The Placement Service for students seeking full-time employment is operated from two offices. Those students seeking full-time teaching positions should register with the Teacher Placement Service in Mickle Hall, Room 03. Those seeking placement in full-time non-teaching jobs should register with the Director of Activities and Housing in Moore Student Center. 869-5266 The service assists in establishing referrals and credentials rather than actively providing direct job placement. Students seeking part-time off-campus employment should check notices on the bulletin board on first floor of Hamilton Hall.

RELIGIOUS ACTIVITIES AND ORGANIZATIONS

WORSHIP AND THEOLOGICAL LECTURES

Opportunities for worship and theological lectures on an ecumenical and non-sectarian basis are offered to the campus.

Regular Sunday morning worship services are held in Brown Memorial Chapel at 11:00 A.M. These services are planned with the particular needs of a college campus in mind and frequently reflect experimental modes of worship.

On a number of Thursdays during the semester at 10:40 A.M. in Brown Chapel there are programs or lectures of a theological nature.

WILLSON LECTURES

The Willson Lectureship has been established on the Centenary campus by Mr. and Mrs. J. M. Willson of Floyada, Texas. This annual lectureship brings to the campus distinguished speakers in the fields of religion and higher education.

BAPTIST STUDENT UNION

The Baptist Student Union is located in the Baptist Student Center, 2907 Woodlawn across the street from the Library. The Center is open from 8:00 A.M. until 9:00 P.M. on weekdays except Wednesdays when it closes at 5:00 P.M. A Fish Market Coffee House is held every Thursday at 6:30 and Bible study every Sunday at 4:30.

CENTENARY CATHOLIC STUDENTS

Catholic students at Centenary College are cordially invited to attend services and participate in the life of local churches.

CENTENARY JEWISH STUDENTS

Jewish students at Centenary College are cordially invited to attend services and participate in the life of local synagogues, Tenple B'nai Zion (Reform) and Agudath Achim (Conservative).

CHRISTIAN SCIENTISTS

The Christian Science Organization holds weekly meetings in the Small Chapel. The organization affords the college community the opportunity of learning about Christian Science and helps meet the particular needs of Christian Scientist during their association with the College.

EPISCOPAL CANTERBURY ASSOCIATION

Canterbury is an organization of the Episcopal Church in the academic community for Faculty and students of The Episcopal Church. Canterbury at Centenary meets in The Canterbury House 2703 Woodlawn. Regular meetings with supper are scheduled at 5:30 P.M. on Thursdays. The Holy Communion is celebrated at 6:00 P.M. on Feast and Holy Days and at 10:00 P.M. on Wednesdays in the Canterbury House. The Episcopal Chaplain to the College, Reverend Kenneth Paul, is in residence at the Canterbury House. The telephone is 865-4486.

KAPPA CHI

The Chi Chapter has programs on opportunities for occupations, the denominations, the changing church, and occasional social functions.

METHODIST STUDENT MOVEMENT

The Methodist Student Movement is the organized ministry of the United Methodist Church to the College campus. All students and staff are invited to participate. At Centenary, MSM carries on a program that centers around small dialogue groups and weekly large group meetings. The weekly program meets at 5:00 on Thursday evenings in Smith Auditorium, beginning with supper. Films, speakers, panels on topics of interest to the campus and community make up the content of the programs. MSM sponsors seminar groups on theology and involvement groups that provide opportunity for campus and community service to those in special need. Additional features of the MSM program are the fall and spring semester retreats which afford a weekend of intensive education in Christian celebration and theology. The MSM office is in the Smith Building.

SNACK BAR

The Snack Bar is located in Moore Student Center and offers fountain service, sandwiches, beverages, and other snacks to all students, staff, faculty and guests. Hours are as follows: 8:00 A.M. – 5:30 P.M. Monday–Friday. Closed weekends.

APPENDIX

APPENDIX A

STATEMENT OF STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES (WITH MINOR CHANGES FOR THE PARTICULAR SITUATION AT CENTENARY)

Centenary College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conductive to the freedom to learn is shared by all members of the academic community.

The guidelines which follow are expressions of attitudes only and should be understood in the context of the whole educational mission of the College, including as relevant its educational activities and practices that pertain out-

side as well as within the classroom. They should be interpreted in such a manner as to give full consideration to the rights and concerns of all segments of the academic community, rather than to concede absolute autonomy to the student sector, when matters of proper concern to the academic community as a whole are involved.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

Within the limits of its facilities, Centenary College is open to all students who are qualified according to its admission standards. The facilities and services of the College are open to all of its enrolled students.

II. IN THE CLASSROOM

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on the basis of academics and not on opinions or conduct in matters unrelated to academic standards.

A. PROTECTION OF FREEDOM OF EXPRESSION: Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the context of any course of study for which they are enrolled.

B. PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION: Students should have protection through orderly procedured against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. PROTECTION AGAINST IMPROPER DISCLOSURE: Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. STUDENT RECORDS

Transcripts of academic records should contain only information about the academic status of the student and such action by the College, as suspension or expulsion for academic or disciplinary reasons which affects the student's eligibility to register at the College. Information from counseling or disciplinary files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Administrative staff and faculty should respect confidential information about students which they acquire in the course of their work.

IV. STUDENT ACTIVITIES

In student activities, certain standards must be maintained if the freedom of students is to be preserved.

A. FREEDOM OF ASSOCIATION: Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join those organizations which promote these interests.

1. The membership policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional approval.
3. Faculty advisers are required and each organization is free to choose its own adviser. Faculty advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. FREEDOM OF INQUIRY AND EXPRESSION

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and should be free to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students should be allowed to invite and hear any person of their choosing, in keeping with the educational objectives of the College. Those routine procedures required by the College before a guest speaker is invited to appear on campus should be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is

conducted in a manner appropriate to an academic community. The College control of campus facilities should not be used as a device of censorship. It should provide for and make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval of, endorsement of, or agreement with the views expressed, either by the individual, sponsoring group, or institution.

C. STUDENT PARTICIPATION IN COLLEGE GOVERNMENT: As members of the academic community, students should be free, individually or collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. Students should have representation on all College committees except Administrative Committees and the Faculty Personnel Committee. The actions of the student government within the areas of its jurisdiction should be reviewed through orderly and prescribed procedures.

D. STUDENT PUBLICATIONS: Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the College authorities and of formulating student opinion on various issues on the campus and the world at large.

Centenary College, as publisher of the student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the College must provide sufficient editorial freedom and financial autonomy for the student publication to maintain its integrity of purpose as a vehicle for free inquiry and free expression in the academic community.

The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harrassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance copy approval, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal. The Student Publications Committee is responsible for the appointment of editors and managers and should be the agency responsible for their removal.
3. All College published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or the student body at large.

V. OFF-CAMPUS FREEDOM OF STUDENTS

A. EXERCISE OF RIGHTS OF CITIZENSHIP: College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedoms of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they aré subject to the obligations which accrue to them by virtue of this membership.

Faculty and administrative officials should insure that College powers are not employed to inhibit such intellectual and personal development to students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. COLLEGE AUTHORITY AND CIVIL PENALTIES: Activities of students may upon occasion result in violation of law. In such cases, College officials should apprise students of sources of legal counsel and may offer other assistances. Students who violate the law may incur penalties prescribed by civil authorities and while College authority should not be used merely to duplicate the function of general laws, College action shall not be precluded merely because the student has violated the civil statute. Only where the College interests as an academic community are distinct and clearly involved should the special approval of the College be assessed. The student who incidentally violates College reputations in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. College action should be independent of community pressure.

VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

In developing responsible student conduct, disciplinary proceedings play a substantial role secondary to example, counseling, guidance, and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the student and through the regulation for the use of College facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper precedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. The jurisdictions of student judicial bodies, the disciplinary responsibilities of College officials and

the regular disciplinary procedures, including the student's right to appeal a decision are clearly formulated and appear in this publication. Minor penalties may be assessed informally under prescribed procedures.

A. STANDARDS OF CONDUCT EXPECTED OF STUDENTS: The College has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavorial expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be as free as possible from imposed limitation that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevance and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through the student handbook and College catalogue.

B. INVESTIGATION OF STUDENT CONDUCT:

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained from the Dean of Students. The search application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the College, the ordinary requirements for lawful search should be followed.
2. Students detected or arrested in the course of serious violations of College regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by College representatives to coerce admissions of guilt or information about conduct of other suspected persons.
3. Nothing herein contained shall be regarded as detracting from the traditional plenary powers of the President of the College and, notwithstanding anything to the contrary herein contained, the President of the College may on his own initiative and at his own discretion immediately and without any procedural requirements whatsoever suspend or expel the student, or otherwise suspend or terminate his right to be present on the campus, or to attend classes. Such action subject to review by the Student-Faculty Discipline Committee, but the status of the student pending final action shall remain that in which he has been placed by the president.

APPENDIX B

HONOR COURT CONSTITUTION

ARTICLE I: HONOR CODE

Each student who enrolls in Centenary College day classes during the regular academic year becomes a part of the Centenary Honor System and is responsible to the Honor Code in both day and night classes. Thus, he becomes a member of the college community.

The Honor Code of Centenary College is founded on the idea that honor is that intangible quality which, if it pervades all phases of campus life. will tend to foster a spirit of dignity and personal integrity. Inherent in this system must be the premise that students will not tolerate a violation of the Honor Code. With such a goal, the Honor System is established with the realization that honor must be fostered and not forced, and with the awareness that it will be successful only through the combined and cooperative efforts of faculty, administration and students.

ARTICLE II: GROUNDS FOR CONVICTION FOR VIOLATION OF THE HONOR CODE

SECTION ONE. CHEATING ON TESTS AND EXAMINATIONS

Cheating on tests and examinations is defined as:

1. Using notes, the textbook, or reference material during a test or examination, unless students are specifically authorized to do so by the teacher of the class.
2. Looking on the test paper of another student in the class.
3. Giving or receiving aid verbally or in writing.

SECTION TWO. CHEATING ON PAPERS

1. Plagiarism is defined as borrowing phrases, ideas, or other material (e.g., maps and charts) from any source without giving adequate credit;
2. Papers may not be proofread by anyone other than the author;
3. Papers my not be corrected by any typist other than the author;
4. No student may submit any work which he (or another student) has submitted for credit in any other course without the permission of the second instructor.

SECTION THREE. FAILURE TO ADHERE TO SPECIFIC REQUIREMENT OF PROFESSORS

Students are responsible for finding out a professor's requirements for papers, written homework, lab reports, and tutoring as he relates them to the Honor Court. Failure to adhere to these requirements is a violation of the Honor Code.

Clarification and exceptions:

1. On papers professors may:
   a. Grant that a paper be proofread by others;
   b. Prescribe limitations on the sources to be used;
   c. Make special stipulation concerning crediting of sources;
   d. Grant permission to any student to submit any work which he or another student has submitted for credit in any other course.
2. Written homework and laboratory reports:
   a. Students may work together, provided that each member of the group understands the work being done, and the instructor has authorized this procedure.
   b. All data must be reported by the student as observed in his experiment.
   c. Professors may:
      (1) Require that all or part of the assignment be done by each student individually;
      (2) Require that secondary sources consulted be credited.
3. Tutoring:
   Students must find out from a professor what kind of help may be received from tutor on assigned work.

SECTION FOUR. FAILURE TO APPEAR

If the accused, or a called witness, fails to appear, or fails to submit an adequate excuse to the Court, he shall receive an Honor Court Conviction.

ARTICLE III. PROCEDURE FOR EXAMINATIONS AND PAPERS

Suggestions by the Honor Court to alleviate suspicion of Honor Code violations:

1. Every effort should be made by the student to place himself in the classroom seating arrangement so as to minimize the suspicion of a violation;
2. Students should remove all notebooks, textbooks, and other written material from their desks. Only exam materials shall be within view;
3. Students should check with professors concerning any questions about papers.

ARTICLE IV: FACULTY RESPONSIBLITIES

SECTION ONE. Each faculty member is responsible for reporting all cases of suspected cheating on tests, plagiarism, and other violations of the Honor Code to a member of the Court rather than handling the case and penalty personally.

SECTION TWO. Faculty members shall abide by the decision of the court in grading the student suspected of the violation.

SECTION THREE. Members of the faculty who teach in the Evening Division will inform day students in any Evening Division class that these students shall abide by the Honor Code in night classes.

SECTION FOUR. Faculty members shall explain all requirements for take-home tests.

ARTICLE V: ADDITIONAL FACULTY PARTICIPATION

A faculty member is urged to do the following:

1. Inform his students of regulations that apply to academic integrity in his course, and to make clear to what extent collabrative work or the exchange of aid and information (studying together, tutoring, proofreading of papers) is acceptable to him;
2. Constructively admonish a student who he feels is drifting into questionable practices in order to improve the student's understanding of his intellectual responsibility;
3. Explain directions on examinations and inform students of his whereabouts during an examination should questions arise;
4. Instruct students to write and sign the honor pledge on each test and each piece of work that is to be done independently;
5. Impress upon students their responsibility to report all suspected instances of cheating, plagiarism, or other violations of both the Honor Code and his own class regulations.

ARTICLE VI: THE PLEDGE

Students are required to write the following pledge at the end of any examination or piece of independent work;

"I have neither given nor received unacknowledged aid on this examination (paper), nor have I seen anyone else do so." If the student has received aid or has suspicion of a violation of the Honor Code, the following clause is to be added to the pledge: "...except as I shall report immediately to a member of the Honor Court." The complete pledge will be written out in hand by the student, and should never be written until the test or paper has been completed for submission to the professor or student. Any violation shall be reported immediately to amember of the Honor Court.

ARTICLE VII: REPORTING OFFENDERS OF THE HONOR CODE

Any suspected Honor Code violation shall be reported immediately. Reports of violation of the Honor Code shall

be made to any member of the Honor Court, or to the Honor Court through campus mail. All written communication must be signed, but the identity of the reporting student shall be known only to the members of the Honor Court. This Court shall be pledged not to divulge this information

ARTICLE VIII: HEARINGS

The Honor Court shall hold a hearing within three class days of the receipt of a communication reporting a violation of the Honor Code, provided that a quorum can be convened and the student is enrolled at the time of the hearings. If these conditions do not obtain, the hearing must be conducted at the earliest possible time thereafter. The student should be able to attend hearings. The student becomes liable to the Honor System upon being readmitted to the College.

All hearings shall be closed. In order to protect the identity of the reporting student, the accuser and the accused should be called at separate times.

Except under very exceptional circumstances decisions on cases of violations of the Honor Code shall be handed down within five days of the reporting date.

Students and faculty members shall appear on request at Honor Court hearings.

Findings of the Honor Court shall be published; however, in such reports of findings, facts shall be omitted which would lead to the identification of the principals involved.

A quorum in the Honor Court shall be four members. The votes of four of the members of the Honor Court in favor of conviction shall be necessary for the conviction of an accused student.

ARTICLE IX: PENALTIES

After hearings the Honor Court shall return a verdict of "guilty" or "not guilty" and shall assess penalties for Honor Code offenses as follows:

A. For conviction on the first offense the Honor Court has an option on the following penalties:
   1. Conviction, no further penalty
   2. Conviction with option to redo work. Students in their first semester at Centenary College may redo the work with no grade assessed to the original work. The new work shall be submitted to the professor for a grade. Should the student fail to submit the new work within a time limit agreed upon by the student and the professor, the student shall receive an "F" in the work.
   3. Conviction with "F" in work
   4. Conviction with "F" in course
   5. Conviction with recommendation to the Dean of the College for suspension for a semester
   6. Conviction with recommendation to the Dean of the College for expulsion from the College.

B. Conviction on the second offense imposes an automatic penalty of expulsion.

ARTICLE X: APPEAL PROCEDURE

Appeal from conviction of an honor code offense shall be made to the Dean of the College by presenting to him the reasons in writing for requesting reconsideration of the case. If the Dean considers the request justified, the case will then be heard by the joint Student-Faculty Discipline Committee, and their decision will be final.

ARTICLE XI: ORGAINZATION OF THE COURT

SECTION ONE. COMPOSITION

The Honor Court shall consist of five members and two alternate members nominated by the faculty and student body.

SECTION TWO. SELECTION

Near the end of the spring semester of each year, nominations shall be made by the student body and the faculty to fill any vacancies in the Honor Court. The Court shall then choose sufficient names from the list to fill vacancies on the Court. The new Court shall assume its duties upon election. In the event that vacancies on the Court should develop at a time other than the end of the school year, the vacancies shall be filled by the alternate members. Vacancies in alternate positions shall be filled at the discretion of the Court.

SECTION THREE. QUALIFICATIONS

The members of the Honor Court shall:

1. Be of junior or senior standing in Centenary College at the end of the semester during which the office is to be assumed;
2. Be enrolled in at least their second semester at Centenary College;
3. Not hold one of the five executive offices of the Student Government Association, membership on a judicial board, or membership on the Studen-Faculty Discipline Committee;
4. Have a grade point average of 2.5 or above at the time of election.

SECTION FOUR. TERM OF OFFICE

Terms of members of the Honor Court shall be from the time of selection until graduation or withdrawal from the College.

SECTION FIVE. OFFICERS OF THE HONOR COURT AND DUTIES

1. CHIEF JUSTICE. The office of Chief Justice shall be elected from the members of the Court before the end

of the spring semester of each year. The term of office of the Chief Justice shall be one year. He may, however, succeed himself. The Chief Justice shall have overall supervision of the work of the Court. It shall be his duty to call sessions of Court as the need arises and to preside over the sessions.

2. ASSOCIATE JUSTICE. The Associate Justice shall be elected at the same time from the membership of the Court. He shall serve in the place of the Chief Justice in the event of the absence or inability to serve of the Chief Justice. In case of a vacancy in the office of Chief Justice, the Court may at its discretion elect a new Chief Justice or elevate and replace the Associate Justice.
3. CLERK. The Court shall at the same time select from its membership a court clerk who shall be responsible for maintaining the necessary records of the sessions. In the absence of the duly elected Clerk, the Chief Justice shall appoint one of the Court to serve in that capacity.
4. The Honor Court shall select annually two members of the Centenary College regular day Faculty to serve as Faculty advisers. These advisers shall have no power other than to advise on request of the Chief Justice. They shall serve also as liaison with the Faculty members who might be involved in any case.

ARTICLE XII: ORIENTATION PROCEDURES OF THE HONOR SYSTEM

SECTION ONE. Responsibility for conducting all phases of Honor System orientation shall rest upon the current Honor Court.

SECTION TWO. PRESENTATION TO FACULTY

1. At the Pre-Registration Conference of each new schoolyear, the Faculty shall be briefed on the Honor System by the current Chief Justice of the Honor Court, or a representative of that body, given constitutions, and made aware of their several areas of responsibility.
2. The responsibilities and suggestions to the Faculty shall be stressed as being a part of the Constitution (see Articles IV and V).

SECTION THREE. PRESENTATION TO NEW STUDENTS

The current Honor Court shall be responsible fro making available an explanation of the purposes and operations of the Honor System of the College to all new students; however, it is the student's responsibility to familiarize himself with the Honor System.

SECTION FOUR. PRESENTATION TO STUDENT BODY

Each semester an effort shall be made by the Honor Court to impress upon the student body the purposes and and mechanics of the Honor System.

SECTION FIVE. THE SIGNING OF THE CODE CARD AT REGISTATION

As a part of the registration procedure, each student will sign a statement agreeing to abide by the Honor Code of the College, which will be included on the general registration form.

ARTICLE XIII: AMMENDMENTS

SECTION ONE. PROPOSAL

Amendments to this constitution may originate with either the Honor Court or the Student Government Association. Suggestions for amendments may be submitted to wither body.

SECTION TWO. RATIFICATION

1. Proposed amendments to the Honor Court Constitution originating in the Student Government Association shall be approved by the Honor Court with a 4/5 vote. Amendments originating in the Honor Court shall be approved by the Student Government Association with a 2/3 majority vote.
2. Amendments must be approved by the faculty and, in a general election, by 2/3 majority of the student body to become a part of this constitution. Approval may be made first by either body.
3. The amendment shall take effect immediately upon ratification.

APPENDIX C
GUIDELINES FOR THE HONOR SYSTEM

1. ADVANTAGES OF THE HONOR SYSTEM

We of Centenary College are proud of the fact that our students govern their own academic performance through an Honor Code which they helped to write, and which they themselves administer.

A national survey has shown that cheating occurs more often on campuses where no joint Honor System is in effect and where enforcement of honesty is left up to faculty alone. It occurs least often among students in colleges where both students and faculty participate in a functioning Honor System.

Our Honor System is a classic example of growing student participation in self-government and responsibility for administrative affairs on campus. The increased freedom it affords gives those who participate in it room to grow in maturity and responsibility, and to strengthen qualities of honesty and integrity.

Sharing with the student body in the observance and the administering of the Honor Code also benefits the College faculty. Faculty and students become partners in striving toward a lofty goal, and their common striving builds an

atmosphere of trust and confidence. Faculty members are also relieved of the necessity of filling the distasteful role of policeman.

We developed the Honor System at Centenary College because the students proposed the idea to the College faculty and asked that the faculty join in writing and administering a workable code. The Code was tried on an experimental basis in some departments of the College in 1953, and soon thereafter the present Honor Code was adopted as binding for all regular students of the College.

2. REQUIREMENTS AND PROCEDURES

Basically the Code provides that a student will neither cheat nor will he tolerate cheating on the part of others.

If you have registered at Centenary, you have signed a pact which automatically includes you as a part of our Honor System, binding you to its terms and committing you to uphold its principles and its provisions. You have agreed to present work for credit which is wholly and only your own. When exams are given or when you present written work and research papers, no professor or proctor will stand by as a policeman to insure that the work is your own. Your own personal integrity is your proctor.

We administer the Code through a Student Court composed of five members and two alternates who are chosen from among nominations made by the student body and the faculty. One member is elected to preside as chief justice. At least one faculty member serves as adviser and liaison officer. The Constitution of the Honor Court provides that all violations of the Code shall be referred at once to the Court. It also provides for hearings, suitable penalties upon conviction, and appeal of conviction.

A conviction before the Honor Court for violation of the Honor Code may result in one of the following penalties: Conviction without further penalty, Honor Court F on the work, Honor Court F in the course, suspension for one semester or permanent expulsion from Centenary. Every student should thoroughly familiarize himself with the Honor Court Constitution printed in another part of *The Centenary College Student Handbook* in order to understand exactly what his responsibilities are under the Honor System.

If you suspect that a violation of the Honor Code has occurred, it is your obligation to inform a member of the Honor Court of this fact as soon as possible. Names of the members of the Court will be posted in each classroom. If you do not know any of these students, you may send written notice to the Faculty Adviser, Honor Court, through campus mail.

The Honor Court Constitution and the Honor Code are printed in full detail elsewhere in *The Centenary College Student Handbook,* which all incoming students are expected to read carefully. The Honor System is also explained to new students during formal orientation each fall.

3. RESEARCH PAPERS AND THE HONOR SYSTEM

Most commonly, violations of the Honor Code concern plagiarism. In the interests of clarification, these guidelines are offered.

Plagiarism in any work done under the Honor System is a violation of the Honor Code, and is a serious offense.

You will be plagiarizing if (1) you are not accurate in indicating direct quotations from any source, including textbooks, or (2) you do not completely reword when you paraphrase. Rewording includes using your own language and your own sentence structure. A paraphrase should sound like you, not like the source with the words shifted around. Both quotations and paraphrasing require documentation. Any plagiarism, intentional or not, casts doubt on the honesty of all your statements.

A Short Guide to Manuscript and Documentation Form, by Allen and Colbrunn, found under 029.6, AL53s, and the *MLA Style Sheet,* found under 029.6, M72s, are both on permanent reserve in the library for your reference use. These pamphlets, along with the freshman English textbook and this explanation, should indicate exactly what is not proper credit and correct form for giving credit.

Borrowing an author's ideas and putting them into your own words is paraphrasing and requires that credit be given for the ideas by means of a footnote or other clear procedure. Neither quotation marks nor indentation is used for paraphrasing. If you present another person's ideas as your own, by not giving credit, you are plagiarizing. When in doubt, footnote!

Borrowing an author's exact words is quoting and also requires a footnote or other clear credit to the source. Quotes must be placed in quotation marks, and if the quote is long, it should also be indented and single spaced. If you quote an author and do not put the quote in quotation marks or indent, you are plagiarizing even if you do give a footnote! You are borrowing not only the author's ideas, but are presenting the words as your own. You still are not giving full credit, and thus are plagiarizing. Usually, two or more distinctive and sequential words from the source should be placed in quotation marks.

Following is a reproduction of part of page 208 of *Recent American Literature* by Donald Heiney (Great Neck, New York: Barron's Educational Series, 1958). Following this reproduction are examples of three student's use of this reference in research papers. Two of the students, A and B., have given improper credit and therefore are guilty of plagiarism. Student C has given proper credit.

The original passage:

The awarding of the Noble Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author; today many American critics are inclined to agree in this

judgement. The distinction is one to which he is well entitled. He is sometimes considered an agrarian naturalist in the manner of Erskine Caldwell; actually he is more meaningful and profound, as well as more artistically original, than any of the American naturalists with the possible exception of Hemingway. His novels are generally laid in rural settings, but the problems they treat are psychological and moral rather than physical. His great subject is the decline of the South: its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialistic civilization of the North.

Student A's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South: its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialistic civilization of the North.

Student A has plagarized both ideas and words by presenting them as his own without any footnotes at all. He has violated the Honor Code.

Student B's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South: its economic sterility, its moral disintegration and its struggle to resist the progressive and materialistic civilization of the North.[1]

[1]Donald Heiney, *Recent American Literature,* (Great Neck, New York: Barron's Educational Series, 1958), p. 208

Student B has given credit for the borrowed ideas by his footnote, but not for the words, which are also borrowed in places. Although a few words are changed there are still complete sentences lifted intact from the original work without giving credit for the author's words. Student B also has violated the Honor Code.

Student C's paper:

Faulkner's great talent has made him "the foremost living American author"[1] to European critics. The rural settings of many of his novels illustrate his naturalism which is often compared with that of Erskine Caldwell. The central theme of Faulkner's novels is the decline of the South.[2]

[1]Donald Heiney, *Recent American Literature,* (Great Neck, New York: Barron's Educational Series, 1958), p. 208

[2]Ibid.

Student C has given credit for both the phrase "the foremost living American author" and for the ideas borrowed. He has given proper credit.

4. A FINAL REMINDER

If you have any questions, it is your responsibility to ask your teacher exactly what he requires in a paper that requires research or documentation. Let us remind you that this applies to all full-time students whether in day or night classes.

ALMA MATER
(Words by James Church Alvord)

Where the sleepy, silver bayou
Gleams among the pines,
Watching o'er the throbbing city
Alma Mater shines.

(Chorus)

Forward, forward, Centenary—
Time and tide may fail,
But our hearts shall love thee ever—
Centenary, Hail!

Like a wave the mighty city
Surges 'round thy feet.
Guide it, train it, teach it wisdom,
Alma Mater sweet.

(Chorus)

Green the boughs that rustle 'round thee
On thy stately crest;
Greener is our mem'ry of thee—
Alma Mater blest.

(Chorus)